





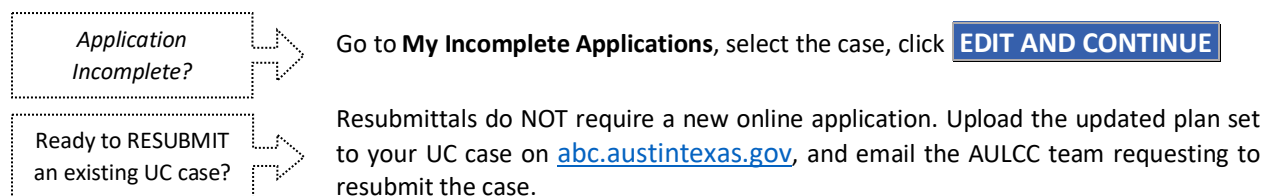


How to Apply - UTILITY COORDINATION CASE – **FIRST SUBMITTAL**

AULCC review is required by applicants for Development Permits (Site Plan, General permits, Excavations) that will excavate 25 feet or greater in the Downtown Austin Project Coordination Zone (DAPCZ) or excavate 300 feet or greater in the Full-Purpose City of Austin jurisdiction. All projects less than 300 feet are reviewed as a Small Project Notification.

- ☐ Visit abc.austintexas.gov to create an Austin Build + Connect user account or login to existing account.
 - Select **Apply for Right Of Way Permits/Special Events**
 - Select **Utility Coordination**
 - Select **Case Type**. For information on each type, click the 
 - Enter **Project Name** as Permit Holder-Location-Project Name. * Begin with PVT- for private development projects
 - Enter **Project Description**: Describe scope of project that will affect the ROW.
 - ☐ Property Search
 - **Option 1**: Use **Address Search** to center map on project location
 - **Option 2**: Use **Select Properties on the Map** to locate project location.
 - Select a capture tool:
 -  Cross through each segment to select.
 -  Draw box around all segments to select.
 -  Place a dot anywhere on a segment to select. Double click to complete selection.
 - **Optional**: Add parcel.
 - ☐ Documents: **ENGINEER SEAL & TEXAS FIRM REGISTRY # REQUIRED ON ALL PLAN SETS**
 - Upload a complete plan set as a single file in *.pdf* format.
 - Upload a location map in *.pdf* format.
 - For plan sizes > 20MB, email file-share URL or include URL in project description.
 -  application.
-  An invoice will be generated for **\$1,660.00 + 4% ATD Tech Surcharge**. Your case will not be distributed to reviewers until invoice is posted PAID.
- ☐ AULCC meetings are conducted via Microsoft TEAMS. After your application is processed, you will receive an email invitation with link and instructions for attending your AULCC meeting.



AULCC Contact Point

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For more information, visit www.austintexas.gov/AULCC